

# MK Property Management Services

*Thank you* for choosing one of our properties for your upcoming Galveston Island stay!

Your Advance Payment amount noted on your Rental Invoice is due within five (5) days of reservation and may be paid by local personal check or certified check. For Reservations made fewer than 30 days before check-in, payment is due in full by cashier's check only within two (2) days of reservation. Checks are not accepted for reservations made fewer than 30 days before arrival.

To complete the Reservation process, please include the following completed forms with your Advance Payment. (These forms are also available for download from the Property websites.)

- Guest Information
- Guest Agreement
- Policies Agreement
- Guest Affidavit
- Guest Registration Form
- Travel Guard Form
- Pet Addendum (if applicable)
- Copy of Leaseholder's Driver's License

As soon as your payment has been received and posted to your account, you will receive an update via email. If completed paperwork, Advance Payment and a copy of Leaseholder's Driver's License are not received in our office within the allotted time as stated above, your reservation will automatically be canceled. The Remaining Rental Balance and Security Deposit is due thirty (30) days prior to arrival and may be paid by local personal check or certified check. Late payments may result in cancellation of reservation and forfeiture of all monies paid.

Thank you again and we look forward to seeing you at the beach!

Sincerely,

## **MK Properties**

[MKPropertiesTX@aol.com](mailto:MKPropertiesTX@aol.com)

[www.LafittesRetreat.com](http://www.LafittesRetreat.com)

[www.SeaIsleSerenity.com](http://www.SeaIsleSerenity.com)

### *Please note:*

- **Please include your Contract Invoice Number on all correspondence.**
- **Payment:** Check or Certified Funds made payable to: **MK PROPERTIES**
- **Returned Checks:** The returned-check fee is \$50.
- **Rental Policies:** The most recent version of our Rental Policies is always available online at the Property websites.
- **Travel Insurance:** We strongly encourage guests to purchase travel insurance, especially for stays occurring during hurricane season (June - November). This is a completely separate policy between the purchaser and Travel Guard. Questions should be directed to Travel Guard. Travel Guard Travel Insurance is non-refundable.
- **Our Mailing Address:**

**MK Property Management Services  
11903 Bogey Way  
Houston, TX 77089**

## GUEST AGREEMENT

We want you to have a wonderful time during your vacation on West Galveston Island. At the same time, we are serious about maintaining a peaceful family atmosphere for your enjoyment as well as the enjoyment of all the people in the neighborhood. We are also committed to informing you about local laws. Please read the following carefully.

*The most enjoyable vacations are those that are worry-free. Make the most of your vacation by taking the same precautions that you do at home: keep your vacation home and cars locked at all times and safeguard your keys.*

I agree that I and all of my guests understand and will abide by these subdivision, city and state laws:

- House occupancy will not be exceeded.
- Loud music and noise is prohibited.
- All cars and guests will be registered with the Property Manager at check-in, and all cars will be parked in the driveway. When parking cars on the street, vehicular traffic will not be impeded.
- Posted street signage (speed limits, parking) will be obeyed.
- Cars will not be parked on lawns or in a neighbor's driveway. Vehicles will not be driven or parked anywhere where not allowed.
- Motor homes, campers and tents are prohibited and may not be parked or hooked up at rental homes.
- Only people with a valid driver's license may operate a golf cart. Police will issue tickets.
- Non street-licensed vehicles (such as 4 wheelers, go carts, dirt bikes, scooters, ATVs, etc.) are not permitted anywhere on Galveston Island.
- Barbeque grilling on decks is strictly prohibited; it is a fire hazard.
- Only registered pets are allowed in SOME rental homes for a fee. Leash laws must be obeyed at all times.
- While boating, "No Wake" rules in the canals will be obeyed.
- At canal homes, fishing lights must be turned off when not in use.
- The house is NON-SMOKING. Smokers will smoke outside and dispose of butts properly.
- Fish will be cleaned where caught. The remains will be carefully wrapped in plastic bags and placed in outdoor trash cans.
- Help keep West Galveston clean! Garbage will be put in securely tied plastic bags and placed in the trash bins provided.
- In the case of a mandatory evacuation, Guests agree to evacuate homes as per City of Galveston orders.
- In the case of evacuation, the decision to re-enter the house is solely that of the Property Manager.
- Seaweed cannot be relocated on the beach without a permit. However, clearing a pathway to the water with a hand rake is allowed.

### THE BEACHES

- The dunes are off-limits at all times! Walking, digging, standing or driving on dunes is never allowed. Dune crossovers or beach access points will be used to get to the beaches. Fines ranges up to \$10,000.00!
- Open fires & fireworks are prohibited everywhere on Galveston Island, including the beaches.
- Driving is allowed on the beach in Bay Harbor, Miramar, Stavenger and Point San Luis only. The speed limit is 15 mph. All other state highway rules apply.
- Horses cannot be brought to any rental home.
- Glass containers are not allowed on Galveston beaches.
- All trash must be removed from the beach.

*All of our rental properties are patrolled regularly. Violation of any of these policies will result in eviction and forfeiture of all monies paid! Also, many of the items are legally enforceable and subject to criminal prosecution.*

**Leaseholder:**

**Date:**

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During your stay, if you have any questions or need assistance regarding your rental property, please call our Property Manager at (281) 850-9446. If you reach voicemail, please leave a detailed message and your call will be returned in a timely manner. For emergencies, please call 911.

**POLICIES AGREEMENT**

**In order for MK Property Management Services to provide the best service to you, we ask that you review the following policies and signify your understanding by initializing beside each one.**

- \_\_\_\_\_ I/We understand that our Rental Agreement is for \_\_\_\_\_ adults and \_\_\_\_\_ children and that we may not exceed the stated occupancy limit of 8 at the property at any time during the rental period without prior approval.
- \_\_\_\_\_ I/We understand that any complaints regarding cleanliness of and/or repairs needed to the property must be brought to our attention immediately upon arrival to the property.
- \_\_\_\_\_ I/We understand that all reservations made sight unseen are final. There will be no rebates or moves to another property.
- \_\_\_\_\_ I/We understand that rebates will not be made for short term mechanical and appliance failures. There will absolutely be no rebates for hot tub failures.
- \_\_\_\_\_ I/We understand that we are not allowed to move the furnishings around in the rental property nor rewire or relocate electrical equipment. Violations may result in an additional charge against your Damage Deposit.
- \_\_\_\_\_ I/We understand that we should not turn thermostats for the a/c units below 70 degrees at any time.
- \_\_\_\_\_ I/We understand that the property is Non-Smoking and that there is to be NO SMOKING inside the house. Smoking is only allowed outside the house and all cigarette butts will be disposed of properly. Violations may result in an additional charge against your Damage Deposit.
- \_\_\_\_\_ I/We understand that we are not allowed to have pets in or on the rental property at any time unless it has been agreed upon in the Rental Contract. Pets discovered on the property without prior approval will result in an additional charge against your Damage Deposit.
- \_\_\_\_\_ I/We understand that cars are not to be parked on the lawns or in a neighbor's driveway at any time.
- \_\_\_\_\_ I/We understand that barbeque grilling on decks is strictly prohibited.
- \_\_\_\_\_ I/We understand that all trash should be properly bagged and placed in the trash bins provided. All trash will be removed from the beach.
- \_\_\_\_\_ I/We understand and agree that fish will be cleaned where caught and that all remains will be carefully wrapped in plastic bags and placed in outdoor trash cans.
- \_\_\_\_\_ I/We understand that the dune are off-limits at all times and agree to stay out of the protected dune areas.
- \_\_\_\_\_ I/We understand that check-out time is 10:00am. Late check-outs will be charged a whole day rental.
- \_\_\_\_\_ I/We agree to leave the property as we found it at. Homes left in a dirty or unsatisfactory condition will be subject to additional cleaning charges.
- \_\_\_\_\_ I/We have read and understand the Rental Contract, Policies, and all additional signature pages and agree to abide by them. We also agree that should there be a balance due for anything at the conclusion of the rental, we authorize MK Properties to deduct these charges from our Damage Deposit on file prior to issuing any refund.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_

**GUEST AFFIDAVIT**

Our homeowners will not allow or condone prom, spring break, large family reunions, weddings or wedding receptions, or party rentals of any kind without prior approval. If it is discovered that a reservation was made using false or misleading information, the reservation will be subject to immediate termination and/or eviction with complete loss of all rental monies and deposits paid, as well as applicable attorney's fees and court costs. Should any damages occur to the property, the responsible party will be liable to pay for all repairs or replacement necessary to bring the property back to its original condition.

I/We, the undersigned party to this rental contract, acknowledge that this rental is not a prom, spring break, family reunion, wedding or wedding reception, or party rental of any kind.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_

**GUEST REGISTRATION FORM**

Property Name: LAFITTE'S RETREAT Subdivision: Jamaica Beach

Property Address: 16615 Jean Lafitte Rd

Rental Dates \_\_\_\_\_

**List All Occupants**

<u>Name</u>	<u>Age</u>	<u>Name</u>	<u>Age</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE REGISTER ALL CARS THAT WILL BE PARKED AT THE PROPERTY.  
In case of a security check, only the vehicles listed will be allowed to enter the subdivision.  
It is very important that all license numbers be listed.

**SUBDIVISIONS LIMIT THE NUMBER OF CARS WHICH CAN BE PARKED AT HOUSES. MOST HOMES ALLOW FOUR CARS. CHECK WITH THE PROPERTY MANAGER ABOUT RESTRICTIONS ON YOUR VACATION PROPERTY.**

<u>Year</u>	<u>Make and Model</u>	<u>License Plate Number</u>	<u>State</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*If the Occupancy Restrictions, as stated in the Rental Contract, are violated, I understand that I, along with all my guests, will be evicted immediately and all deposits and rents will be forfeited. I further agree to be personally liable for the actions and for any damages accrued from everyone in my party during the dates of my reservation.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_

**PET ADDENDUM & DECLARATION FORM**

Property Name: LAFITTE'S RETREAT Subdivision: Jamaica Beach

Property Address: 16615 Jean Lafitte Road

Rental Dates \_\_\_\_\_

**ANY UNDECLARED PETS WILL RESULT IN IMMEDIATE EVICTION AND  
FORFEITURE OF ALL MONIES, INCLUDING ANY DEPOSITS.  
PLEASE DECLARE ALL PETS.**

	<b>BREED</b>	<b>AGE</b>	<b>WEIGHT</b>	<b>SPAY/NEUTERED</b>
<b>DOG 1</b>	_____	_____	_____	_____
<b>DOG 2</b>	_____	_____	_____	_____

Leaseholder hereby agrees to comply with the following:

- Owners may, at their own discretion, choose to accept pet(s) on a case-basis only, with a maximum of two (2) pets per property. NO CATS!!!**
- Leaseholder agrees to pay additional **Pet Fee of \$100.00 per pet.**
- All pets must comply with the following specifications (documentation from an accredited veterinarian must be provided by Leaseholder upon request):
  - Pet may not exceed fifteen (15) pounds.
  - Pet must be at least one (1) year of age or older.
  - Pet must be spayed or neutered.
  - Pet must be up-to-date on rabies vaccinations and all other vaccinations.
- In accordance with local Leash Laws, all pets must be on a leash at all times.
- Leaseholder is responsible for disposal of all pet waste prior to departure. Failure to dispose of pet waste properly will result in additional cleaning charges.
- Pets are not allowed on furniture at any time. Any evidence of pets on furniture may incur extra cleaning/repair fees.
- All pets are to be treated with a topical flea and tick repellent three (3) days prior to arrival. Fleas and ticks are very rampant in this area and can cause harmful/fatal illness to humans and pets.
- Any and all damages caused by pets will be the sole responsibility of the Leaseholder. Cleaning and repair charges will be deducted from Damage Deposit. Any amounts above and beyond Damage Deposit will be billed to Leaseholder and will be due immediately.
- Leaseholder should prevent pets from producing excessive noise at a level that disturbs neighbors.
- Pet will not be left unattended for any length of time indoors without being properly crated. Pet will not be left unattended on balcony, patio, porch or other area outside the property.
- Homeowner assumes no responsibility for illness or injury that may incur to pets or humans while on the premises.
- All expenses incurred in the process of these requirements are the sole responsibility of pet owner.

***If the Pet Restrictions stated in this Pet Declaration Form are violated, I understand that I, along with all my guests, will be evicted immediately and all deposits and rents will be forfeited. I further agree to be personally liable for the actions of and for any damages accrued from everyone in my party, including all pets, during the dates of my reservation.***

***By signing below, I understand and agree to all terms stated above.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_

## GUEST INFORMATION

Leaseholder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Preferred Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

*Access Code will be texted to this number on day of arrival*

## Travel Guard All Seasons Travel Plan

Property: \_\_\_\_\_ Dates: \_\_\_\_\_

Leaseholder: \_\_\_\_\_

Total Number in Party: \_\_\_\_\_

Please provide the following information, where applicable, so that your coverage will be extended to include your other travel expenses related to this Reservation:

Airline: \_\_\_\_\_

Cruiseline: \_\_\_\_\_

Tour Operator: \_\_\_\_\_

Rental Car Agency: \_\_\_\_\_

**We strongly recommend that Guests purchase travel insurance for stays occurring during hurricane season - June 1 through November 30.** Insurance covers the rental rates and taxes paid for the home you reserve and all other non-refundable out-of-pocket expenses related to travel. It does not cover refundable expenses such as the \$125 Cleaning Fee or \$45 Accidental Damage Policy Fee.

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### WAIVER OF COVERAGE

By signing below, I hereby acknowledge being offered Trip Interruption and Cancellation Insurance on my Reservation which would compensate me for losses or damages resulting from personal sudden illness, deaths, job loss, or loss of use of the property due to a hurricane or mandatory evacuation order. I have read and understand MK Property Management Services cancellation and refund policies and choose to waive this coverage, with the understanding that I will not be entitled to a refund of any monies paid.

\_\_\_\_\_  
Leaseholder's Signature

\_\_\_\_\_  
Date



Travel Guard's

# All Seasons Travel Plan

**You've saved. You've planned. You've looked forward to your vacation for months. But sometimes things don't go according to plan. What if..**

- ...you or a loved one gets sick before you leave for your trip?
- ...you need medical treatment while traveling?
- ...a hurricane or blizzard prevents you from starting your vacation or forces you to leave early?
- ...you've lost your job or have been laid off?

**Travel Guard**

Travel Smart. Travel Insurance.

**Travel Guard's All Seasons Travel Plan can cover you and your vacation investment if and when the unexpected happens.**

## INSURANCE COVERAGES

**\$ Trip Cost: Trip Cancellation & Interruption:** Covers your trip investment if you must cancel or interrupt your trip for covered reasons such as sickness, injury or death to you, your traveling companion, a family member, service animal and business partner; inclement weather; military duty; employer terminations, layoffs or job transfers; involved in or delayed by a traffic accident en route to your destination; named hurricane causing the Insured's Destination to be inaccessible or uninhabitable; mechanical breakdown of common carrier; primary/secondary school extending its existing session past your departure date.

**\$ \$600 Trip Delay:** Reimbursement (up to \$200 a day) for reasonable additional expenses incurred when you are delayed (i.e., hotel).

**\$ \$1,000 Baggage, Sportsman Equipment and Personal Effects:** Reimburses you if your baggage is lost, stolen, or damaged while on your trip.

**\$ \$1,000 Baggage Delay:** Reimbursement (up to \$200 a day) for purchasing essential items (i.e., toiletries) when bags are delayed more than 12 hours.

**+ \$25,000 Medical Expense:** Covers emergency medical expenses incurred while traveling; includes emergency dental treatment.

**\$ \$500,000 Emergency Evacuation & Repatriation of Remains:** Covers evacuation and transportation to the nearest adequate medical facility when required by an attending physician; also includes cost for a medical escort.

**\$ \$100,000 Accidental Death & Dismemberment:** Covers for loss of life or limb within 180 days of an accident on your trip.

**\$ \$25,000 Car Rental Collision Coverage:** Covers damage due to collision, vandalism, theft, windstorm, fire, hail or flood.

## 24-HOUR ASSISTANCE

**☎ 24-Hour Emergency Hotline:** Immediate help with any travel or medical emergency when you need it, wherever you need it; includes cash advances, telephone interpretation, passport or ticket replacement, physician referrals and appointments, prescription replacement, lost or delayed baggage tracing and delivery assistance, and roadside assistance.

**☎ Concierge Services:** Whatever you need, whenever you need it. Expert Personal Assistance Coordinators are always available for tee time reservations, restaurant referrals and reservations, wireless device assistance, sporting or theater tickets, and more.

**\$ Identity Theft Assistance:\*\*** If personal information is stolen, emergency travel counselors will assist in contacting credit card companies, monitoring credit reports and working with local authorities to help with identity restoration.

**🐾 Pet Return Service:** Coordinate the return home of your pets if sickness or injury causes travel to be interrupted.

**🚗 Roadside Assistance:** Towing Assistance, Flat Tire Assistance, Oil, Fluid, Water Delivery Service, Fuel Delivery Service, Lock Out Assistance, Battery Assistance, and Collision Assistance.

**🚗 Vehicle Return Assistance:** Provides transportation for your automobile back to your primary residence should you become ill/injured and unable to drive.

## PRE-EX WAIVER

**🏥 Pre-Existing Medical Condition Exclusion Waiver:** If insurance is purchased within 21 days of initial trip deposit, the Pre-Existing Medical Condition Exclusion will be waived.\* You must be medically able to travel when you pay your plan cost.

**Important Note:** Guests who initially decline insurance coverage can elect to purchase coverage up to the date the final rental payment is made OR 30 days prior to arrival at the rental property, whichever comes first. If someone is making a new reservation and is scheduled to arrive in less than 30 days, they may purchase insurance as long as they do it at the time of booking.

*\*This is applicable to all coverages which would impose a pre-existing condition exclusion under the Policy. Applies to the first \$25,000 per person/ \$50,000 per booking.*

*\*\* Not available to residents of New York State.*

**To learn more about Travel Guard's All Seasons Travel Plan, call 1.877.249.5376. Refer to Product Number 008573 P1.**

This is only a brief description of the coverage(s) available. The Policy will contain reductions, limitations, exclusions and termination provisions. Insurance underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., a Pennsylvania insurance company, with its principal place of business at 175 Water Street, New York, NY 10038. Is currently authorized to transact business in all states and the District of Columbia. NAIC No. 19445. Coverage may not be available in all states. 0810.038

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# Are you Covered?

## The Accidental Rental Damage Insurance Plan FAQs

### What is the Accidental Rental Damage Insurance Plan (ARDI)?

ARDI is an insurance plan that provides coverage for accidental damages to your vacation rental property during your stay, in place of a security deposit.

### Why purchase the ARDI plan?

- With ARDI, you no longer have to worry about putting up a security deposit or how much will be returned when you get home.
- Return home with vacation memories, not repair costs. When you include ARDI with your reservations, the cost and repair of covered accidental damage will be handled between the rental property and the insurance company.
- Stay balanced. The ARDI plan can save you from tying up your credit card with a hefty authorization while you are on vacation.

### What does the ARDI plan cover?

- ARDI covers unintentional damage to your vacation rental property during your stay, up to \$1,500. Renters commonly use ARDI to cover things like carpet spills, furniture tears, broken lamps and more.
- Staying in a pet-friendly home? ARDI provides coverage for damage caused by pets!

### What is not covered by the ARDI plan?

- Intentional property damage.
- Pet damage in non-pet friendly vacation homes.
- Please see the Description of Coverage for full terms and conditions.

### How do I include the ARDI plan?

- Purchase ARDI for a flat rate of \$45 up to the time of check in.
- Ask your vacation rental company to include it for you today!

**Travel  
Guard**

Travel Smart. Travel Insurance.

This is a brief description of the insurance benefits provided. Insurance is underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., with its principal place of business in New York, NY. The Policy will contain reductions, limitations, exclusions and termination provisions. All coverages may not be available in all states.